



# राजपत्र, हिमाचल प्रदेश (प्रसाधारण)

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शिमला, शनिवार, 25 फरवरी, 2006/6 फाल्गुन, 1927

हिमाचल प्रदेश सरकार

THE RIGHT TO INFORMATION ACT, 2005

INFORMATION BROCHURE

HIMACHAL PRADESH ADMINISTRATIVE TRIBUNAL SHIMLA-2

## 1. PARTICULARS OF ITS ORGANISATION, FUNCTION AND DUTIES :

### 1.1 NAME OF THE ORGANISATION:

HIMACHAL PRADESH ADMINISTRATIVE TRIBUNAL MAJITHA HOUSE,  
SHIMLA-2

### 1.2 FUNCTION AND DUTIES:

In exercise of the powers conferred by sub-section (2) of section 4 of the Administrative Tribunals Act, 1985 (13 of 1985), the Central Government, on receipt of a request in this behalf from the Government of Himachal Pradesh established the Himachal Pradesh Administrative Tribunal with effect from the 1st day of September, 1986 and pursuant to the aforesaid notification and in exercise of the powers conferred by sub-sections (1) and (2) of Section 5 of the Administrative Tribunals Act, 1985 (13 of 1985) the State Government *vide* notification No. PER (AP-II) B (19)-II/86 dated 1-9-1986 constituted the H. P. Administrative Tribunal to exercise, on and from the appointed day, all the jurisdiction, powers and authority exerciseable immediately before that day by all the courts in the State of Himachal Pradesh in relation to recruitment and matters concerning recruitment to any civil service of the State or to any

civil post under the State, any local or other authority under the control of the State Government or any corporation or society of other body owned or controlled by the State Government.

## 2. POWERS AND DUTIES OF THE CHAIRMAN, VICE-CHAIRMAN AND MEMBERS OF THE TRIBUNAL :

- (i) Chairman is the Head of the State Administrative Tribunal. He exercises the powers of constitution of the Benches and distribution of judicial work to the Benches by virtue of the provisions of Section 5 of the Administrative Tribunal Act.
- (ii) The Chairman also exercises the powers of the "Head of the Department" in financial and administrative matters of the Tribunal by virtue of the provisions of Section 12 of the Administrative Tribunal Act and the officers and the officials of the Tribunal discharge their duties under his general superintendence *vide* Section 13 (1-A) of the Administrative Tribunal Act.
- (iii) The Vice-Chairman, in the absence of the Chairman discharge all the duties and functions of the Chairman.
- (iv) The Chairman, Vice-Chairman and Members discharge the judicial functions of the Tribunal.
- (v) Ordinarily a Bench consists of one Judicial Member and one Administrative Member. However, the Chairman or any other Member authorised by the Chairman function as a Bench consisting of single Member and exercises the jurisdiction, powers and authority of the Tribunal in respect of such classes of cases as the Chairman may by general or special order specify [Section 5 (6)].

2.2 The Chairman, Vice-Chairman and Members constituting the Bench, as indicated above, hear and decide Original Applications, MAs, Contempt Petitions, Review Petitions, Execution Petitions and Transferred Applications and Misc. Petitions, as per provisions of the Administrative Tribunals Act, 1985 and rules framed thereunder.

## POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES

- (i) Subject to the superintendence and control of the Chairman, Registrar is responsible for administrative control over the officers and other employees for smooth and efficient working of the Tribunal. In addition the Registrar under Rule 27 and 28 of H. P. Administrative Tribunal (Procedure) Rules discharges judicial functions as assigned to him. He is custodian of records and the seal of the Tribunal. It is his duty to affix the said seal on any order, notice or other process or authorise other officer to affix the seal on any order, notice or other process.
- (ii) The Registrar is assisted by the Assistant Registrar, Section Officers/Superintendents and Clerks for the smooth functioning of the judicial, Accounts and Administrative Branches, Library, Copying Agency in the Headquarters at Shimla and the functioning of Sub Officers at Mandi and Dharamshala.

## 3. PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY :

- 3.1 The State Administrative Tribunal discharges the judicial functions as per the provisions of the Constitution of India. The administrative Tribunal Act and the Rules of procedure framed thereunder, Contempt of Courts Act and the Rules framed thereunder, C.P.C. and other relevant Laws.

#### 4. NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTION :

4.1 The norms for judicial functioning of the Tribunal are provided by the Constitution, Act, Rules and Laws as aforesaid. To deal with some of the administrative matters the following Rules have been framed :—

- (a) Copying Rules (Procedure for grant of certified copies of order, proceedings, documents dated October 26, 1989).
- (b) Himachal Pradesh Administrative Tribunal (Salaries and Allowances and Conditions of Service of Chairman, Vice-Chairman and Members) Rules, 1986, as amended from time to time.

#### 5. RULES REGULATIONS INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL, OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS :

5.1 The Himachal Pradesh State Administrative Tribunal is governed by the Administrative Tribunals Act, 1985 (13 of 1985) & Procedure Rules, 1986 and the following rules/regulations have been framed from time to time :—

- (a) The H. P. Administrative Tribunal (Procedure) Rules, 1986;
- (b) H. P. Administrative Tribunal (Contempt of Courts) Rules, 1989.
- (c) Copying Rules (Procedure for grant of certified copies of order, proceedings, documents dated October 26, 1989);
- (d) Himachal Pradesh Administrative Tribunal (Salaries and Allowances and Conditions of Service of Chairman, Vice-Chairman and Members) Rules, 1986, as amended from time to time;
- (e) H. P. Administrative Tribunal (Recruitment, Promotion and other Conditions of service of Officers and other employees of the Administrative Tribunal) Rules, 2001 amended from time to time;
- (f) The rules and orders for the time being in force and applicable to Government servants in the Government of Himachal Pradesh in regard to conduct, inquiries, suspension, Inquiry and Appeals apply *mutatis mutandis* to the Officers and other employees of the Administrative Tribunal.

5.2 Record of Original applications/ Transferred Applications/ Misc. Applications/Transfer Misc. petitions, Contempt petitions, Review Petitions, Execution Petitions in respect of the pending cases is maintained and kept in judicial Section whereas decided cases are consigned to record room being maintained by the Record Keeper and assisting staff.

#### 6. A STATEMENT OF CATEGORIES OF THE DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL :

The following category of documents/record are held by the State Administrative Tribunal:

- (1) Files of pending and decided cases.
- (2) Guard files of notification of Benches.
- (3) Guard file of cause lists.
- (4) Registers of all judicial cases nature and yearwise.
- (5) Registers and files pertaining to Accounts, Budget and Establishment.
- (6) Files concerning official correspondence with Government department etc.
- (7) Law Books for use in the Courts and Chambers.

**7. PARTICULARS OF ANY ARRANGEMENT THAT EXISTS OF CONSULTATION WITH REPRESENTATION BY THE MEMBER OF PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR ADMINISTRATION THEREOF :**

7.1 The State Administrative Tribunal being Judicial Institution has nothing to do with the formation of any policy or consultations *qua* such policy.

**8. A STATEMENT OF BOARD, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OR MORE PERSONS CONSTITUTED AS ITS PART OF OR FOR THE PURPOSE OF ITS ADVICE AND AS TO WHETHER MEETING OF THOSE BOARDS, COUNCILS COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF THE SUCH MEETING ARE ACCESSIBLE TO THE PUBLIC :**

8.1 In view of 7.1 *supra*-not applicable.

**9. A DIRECTORY OF ITS OFFICERS/EMPLOYEES:**

9.1 The Directory is enclosed herewith as Annexure-I.

**10. MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS :**

10.1 There are 115 officers and employees including daily wagers Class-IV under H. P. Administrative Tribunal. The annual expenditure on their salary works out Rs. 1298.982 per month. A list of Employees with their pay scale is enclosed as Annexure-II.

**11. BUDGET ALLOCATED TO ITS AGENCY, INDICATING THE PARTICULARS OF ALL THE PLANS PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE :**

11.1 Allocation of budget under different heads for the year 2005-06 is enclosed as Annexure-III.

**12. MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNT ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES :**

12.1 Being a Judicial institution the Tribunal has nothing to do with any subsidy programme.

**13. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMIT OR AUTHORIZATION ARE GRANTED :**

13.1 No concessions, permits and authorization are granted by the H. P. Administrative Tribunal.

**14. DETAILS IN RESPECT OF INFORMATION AVAILABLE TO OR HELD BY IT REDUCED IN ELECTRONIC FORM :**

14.1 Nothing reduced in electronic form is maintained by the Tribunal.

**15. PARTICULARS OF FACILITIES AVAILABLE TO THE CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE :**

15.1 A citizen desirous of seeking any information other than that relating to any judicial case can apply to the State Assistant Public Information Officer (Himachal Pradesh Administrative Tribunal) or State Public Information Officer (Himachal Pradesh Administrative Tribunal) under Rule 3 (1) of the H. P. Administrative Tribunal (Right to Information) Rules 2005 made under Section 28 read with Section 2 (e) of the Right to Information Act, 2005.

15.2 Information in respect of interlocutory/final orders passed in decided/pending judicial cases or pleadings or contents of documents filed can be obtained by making application for supply of copy thereof under the Copying Rules (Procedure for grant of certified copies of orders, proceedings documents dated October 26, 1989) or by making an application for inspection of the records as per the procedure.

**16. NAME, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS :**

16.1 The particulars of public information officers are as follows :—

- (i) Smt. Suneeta Thakur, Assistant Registrar, PIO.
- (ii) Shri Sita Ram Chauhan, S. O. APIO.
- (iii) Shri B. S. Thakur, Registrar, Appellate Authority.

**17. SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND TO UPDATE THESE PUBLICATIONS EVERY YEAR :**

17.1 The information will be updated from time to time.

**ANNEXURE-II**

**TELEPHONE LIST OF ADMINISTRATIVE TRIBUNAL AT SHIMLA**

		Office	Residence	PBX
Hon'ble Chairman	Mr. Justice Mr. M.R. Verma	2621981	2626218	—
Pvt. Secretary	K. C. Bhatia	2621981	2625114	
Reader	B. Bharwdwaj	2621981	2835694	
Vice Chairman	Mr. Narinder Thakur	2624094	2621048	
Pvt. Secretary	Shri N. B. Joshi	2624094	2622312	
Reader	Laiq Ram Sharma	2624094	2623186	
Hon'ble Member (A)	Mr. B.S. Chauhan	2621972	2621024	
Pvt. Secy.	Reeta Thakur	2621972	2655649	
Reader	Raj Rani	2621972	2812590	
Hon'ble Member (A)	Mr. Vijay Pal Singh	2621349	2803568	
Pvt. Secretary	Shri Surjeet Kumar	2621349	2774832	
Reader	—	2621349	—	

			Office	Residence	PBX
Registrar	Mr. B.S. Thakur		2620984	2628359	
		FAX	2626373	—	
PA	Anita Thakur		2620984	2813224	
Assistant Registrar	Smt. Sunita Thakur		2620989	2832035	
S.O. (Admn.)	Nand Lal Sharma		2623281	2622178	
S.O. (Judl.-I)	S.R. Chauhan		2627309	2835910	
S.O. (Judl.-II)	Geeta Verma		2627309	2640836	
S.O. (Acctts.)	Vijay Sharma		2620989	2801933	
Librarian	Saroj Thakur		2627309	2621073	
Medical Officer	Dr. Keshav Sharma		2623281	2623274	

Sd/-

Section Officer (Admin.),  
H. P. Administrative Tribunal.

## ANNEXURE—II

Sl. No.	Name of the Post.	Scale of pay	No. of posts
1	2	3	4
1.	Chairman	26000/- (Fixed)	1
2.	Vice-Chairman	26000/- (Fixed)	1
3.	Members	22400—26000	2
4.	Registrar	As in the parent grade	1
5.	Deputy Registrar	-do-	1
6.	Assistant Registrar	10025—15100	1
7.	Section Officers	7220—11660	4
8.	Readers	7220—11660	4
9.	Private Secretaries	7220—11660	4
10.	Personal Assistant	6400—10640	1
11.	Supdt. Grade-II	6400—10640	4
12.	Judgement Writers	6400—10640	4
13.	Sr. Scale Stenographer	5800—9200	2
14.	Senior Assistants	5800—9200	19
15.	Sr. Translator	5800—9200	1
16.	Record Keeper	5800—9200	1
17.	Librarian	5000—9100	1
18.	Junior Scale Stenographer	4400—7000	1
19.	Drivers	3330—6200	5
20.	Clerks	(i) 3120—5160	14+2 (on deputation.)
		(ii) 50% 4400—7000	
21.	Junior Translator	3120—5160	1
22.	Restorers	3120—5160	4
23.	Gastetnor Operator	2820—4400	1
24.	Gunmens	As in the parent department	4
25.	Daftri	2820—4400	1

1	2	3	4
26.	Court Jamadar/Ushers	2720—4260	5
27.	Process Servers	2720—4260	4
28.	Peons	2520—4140	15+2 (on deputation)
29.	Mali	2520—4140	1
30.	Chowkidar	2520—4140	1
31.	Frash	2520—4140	1
32.	Sweeper	2520—4140	1
Total number of posts			115

ANNEXURE—II

REMUNERATION OF OFFICERS/OFFICIALS OF H. P. ADMINISTRATIVE TRIBUNAL

Sl. No.	Name of Officers/Official	Gross Salary
1	2	3
1.	Mr. Justice M. R. Verma, Honble	44,380
2.	Mr. Narinder Thakur Honble Vice	46,780
3.	Mr. B.S. Chauhan member (ADM.)	40,062
4.	Shri V. Jay Pal Singh	40,062
5.	Shri Beer Singh Thakur	29,395
6.	Smt. Suneeta Thakur Asstt. Registrar	19,744
7.	Shri L. R. Sharma, Reader	18,679
8.	Smt. B. Bhardwaj, Reader	17,879
9.	Smt. Raj Rani, Reader	17,296
10.	Shri K. C. Bhatia, Pvt. Secretary	18,944
11.	Shri N. B. Joshi, Pvt. Secretary	18,461
12.	Shri Surjoet Kumar, Pvt. Secretary	18,379
13.	Smt. Reeta Thakur, Pvt. Secretary	17,231
14.	Shri S. R. Chauhan Section Officer	17,861
15.	Smt. Geeta Verma Section Officer	21,020
16.	Smt. Vijay Sharma Section Officer	17,861
17.	Shri Nand Lal Sharma, Section Officer	18,861
18.	Smt. Saeela Sood Superintendent	15,349
19.	Shri J. R. Sharma Superintendent	16,269
20.	Shri Ram Krishan	16,349
21.	Smt. Durshna Superintendent	15,649
22.	Smt. Anita Thakur P. A.	16,031
23.	Shri Laxman Sharma J.W.	15,349
24.	Shri Uttam Chand J.W.	13,284
25.	Shri Durga Singh Thakur, Sr. Assistatnt	14,806
26.	Sri Ganesh Sood, Sr. Assistant	14,806
27.	Shri Thakur Dass Verma, Senior Assistant	15,706
28.	Smt. Sushma Kapila Senior Assistant	15,006
29.	Shri Rajiv Jaitik, Senior Assistant	14,733

30.	Shri Rama Nand Sharma, Senior Assistant	..	18,461
31.	Shri Mahesh Vaidya, Senior Assistant	..	14,656
32.	Shri Mohan Singh, Senior Assistant	..	13,647
33.	Shri Dayal Singh Thakur, Senior Assistant	..	12,873
34.	Shri Kanshi Ram Senior Assistant	..	12,973
35.	Shri Rattana Ram Senior Assistant	..	13,023
36.	Shri Hari Ram, Senior Assistant	..	11,581
37.	Shri O. P. Negi, Senior Assistant	..	12,273
38.	Shri Het Ram Senior Assistant	..	12,171
39.	Shri Kanwar Singh, Senior Assistant	..	11,369
40.	Shri Anand Parkash Dogra, Senior Assistant	..	12,973
41.	Shri Pradeep Sharma Senior Assistant	..	11,840
42.	Smt. Recta Goel, Senior Assistant	..	11,720
43.	Smt. Saroj Thakur, Librarian	..	16,014
44.	Shri Partap Singh Senior Translator	..	14,061
45.	Shri Tanam Singh, Record Keeper	..	12,273
46.	Shri Pritam Singh, Senior scale stenographer	..	11,289
47.	Shri Vasu Dev, Clerk	..	9,055
48.	Shri Kishori Lal, Clerk	..	7,403
49.	Shri Anil Sood, Clerk	..	7,403
50.	Shri Rakesh Thakur Clerk	..	6,943
51.	Shri Mukesh Thakur, Clerk	..	10,649
52.	Shri Ajay Kumar, Clerk	..	8,302
53.	Smt. Roshan Chauhan, Clerk	..	8,136
54.	Shri Sohan Lal, Clerk	..	8,692
55.	Shri Dile Ram, Clerk	..	9,055
56.	Shri Manoj Kumar, Clerk	..	7,245
57.	Shri Vijay Chand, Clerk	..	7,295
58.	Shri Puran Chand, Clerk	..	9,319
59.	Shri Padam Dass, Clerk	..	8,955
60.	Smt. Maya Joshi, Clerk	..	7,525
61.	Shri Milap Chand, Clerk	..	8,692
62.	Shri Deep Kumar G. Oprator	..	10,387
63.	Shri Ram Singh, Driver	..	13,124
64.	Shri Atam Swaroop Driver	..	11,027
65.	Shri Nek Ram, Driver	..	9,449
66.	Shri Rajinder, Driver	..	9,829
67.	Shri Mast Ram Gunman	..	12,163
68.	Shri Sandesh Kumar, Gunman	..	8,985
69.	Shri Nand Lal, Gunman	..	12,823
70.	Shri Kiem Raj, Gunman	..	8,985
71.	Shri Rattan Dass Restorer	..	8,692
72.	Shri Ram Kumar, Restorer	..	7,815
73.	Shri Ishawar Dass, Restorer	..	7,815
74.	Shri Amrit Lal, Restorer	..	7,604
75.	Shri Teja Singh, Daftri	..	9,339
76.	Shri Jai Singh, Court Jamadar	..	8,672
77.	Shri Ram Lal, Usher	..	8,372
78.	Shri Joginder Singh, Usher	..	8,426
79.	Shri Gian Chand Usher	..	8,126



1	2	3
80.	Shri Jagbir, Usher	8,426
81.	Shri Tek Singh, P. Server	8,526
82.	Shri Mohinder Kumar, P. Server	8,772
83.	Shri Thaginder Parashad, P. Server	7,795
84.	Shri Sunil Kumar Sharma, P. Server	7,584
85.	Smt. Neena, Peon	7,795
86.	Shri Brij Lal, Peon	7,473
87.	Shri Sohan Singh, Peon	7,284
88.	Shri Babu Ram Peon	6,394
89.	Shri Mast Ram-I, Peon	6,694
90.	Shri Bhawani Singh Rana, Peon	6,694
91.	Smt. Mohinder Kaur, Peon	6,694
92.	Shri Mast Ram-II Peon	6,150
93.	Shri Sunil Kumar, Peon	6,694
94.	Smt. Bimla Frash	5,675
95.	Shri Salig Ram Mali	5,975
96.	Shri Surjeet Singh, Chowkidar	5,725
97.	Shri Hem Raj, Peon-cum-Chowkidar	7,164
98.	Shri Ramesh Chand, Peon-cum-Chowkidar	6,903
99.	Shri Susheel K. Chauhan Jr. Translator (Ad hoc)	5,826
100.	Shri Jai Dev Peon (Ad hoc)	5,418
101.	Shri Rajiv Peon (Ad hoc)	5,418
102.	Shri Raghunath Singh Peon (Ad hoc)	5,418
103.	Shri Bal Bahadur Peon (Ad hoc)	5,418
104.	Shri Maheshwar Parkash Peon (Ad hoc)	5,418
105.	Shri Vishal Hans Sweeper (Ad hoc)	5,418
<b>Total</b>		<b>12,98,982</b>

**Budget Allocated for the year 2005—2006.**

**ANNEXURE-III**

Sl. No.	Head	Sanction Budget	Expenditure	Balance
1	2	3	4	5
1.	Salaries	1,33,52,000	1,11,71,596	21,80,404
2.	Wages	1,18,000	85,585	32,415
3.	T.A.	1,51,000	2,09,817	41,183
		+1,00,000		
4.	Liveries	10,000	7,442	2,558
5.	O. E.	12,00,000	11,98,002	1,198
6.	M.E.	5,00,000	7,50,711	50,289
		+1,51,000		
		+1,50,000		
7.	R.R.T	16,000	8,132	7,868
8.	P. P. S	10,000		
9.	M.V.	5,99,000	18,44,140	1,45,860
		+9,28,000		
		+4,64,000		

1	3	4	5
10. T.E.	2,000		
11. Maintenance	1,00,000	2,11,665	19,335
	+ 1,31,000		
	2,31,000		
12. P&S	60,000		
13. P&S.	1,50,000		



# राजपत्र, हिमाचल प्रदेश (असाधारण)

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शिमला, सोमवार, 27 फरवरी, 2006/8 फाल्गुन, 1927

हिमाचल प्रदेश सरकार

शहरी विकास विभाग

अधिसूचना

शिमला-171002, 16 फरवरी, 2006

संख्या यु० डी०-ए (1)-2/2006-कांगड़ा.—हिमाचल प्रदेश के राज्यपाल, हिमाचल प्रदेश नगरपालिका (अध्यक्ष और उपाध्यक्ष के लिए आरक्षण और निर्वाचन) नियम, 1995 के नियम 7 के उप-नियम (6) और नियम 8 के साथ पठित हिमाचल प्रदेश नगरपालिका अधिनियम, 1994 (1994 का 13) की धारा 27 की उप-धारा 2 के अधीन निहित शक्तियों का प्रयोग करते हुए जिला कांगड़ा की निम्नलिखित नगर परिषदों/नगर पंचायतों के अध्यक्षों और उपाध्यक्षों का निर्वाचन (शासकीय राजपत्र) में अधिसूचित करते हैं :—

नगरपालिका परिषद्/नगर पंचायत का नाम	निर्वाचित अध्यक्ष का नाम व पता	निर्वाचित उपाध्यक्ष का नाम व पता
1	2	3
नगरपालिका परिषद्, धर्मशाला।	श्री रणधीर कुमार, नगरपालिका परिषद्, धर्मशाला, जिला कांगड़ा, हिमाचल प्रदेश।	श्री सुभाष चन्द्र नेहरिया, नगरपालिका परिषद्, धर्मशाला, जिला कांगड़ा, हिमाचल प्रदेश।
नगरपालिका परिषद्, कांगड़ा	श्रीमती सुमन वर्मा, नगरपालिका परिषद्, कांगड़ा, जिला कांगड़ा, हिमाचल प्रदेश।	श्रीमती मीनाक्षी, नगरपालिका परिषद्, कांगड़ा, जिला कांगड़ा, हिमाचल प्रदेश।